



Tennessee Department of Children's Services

Protocol for Court Exit of Child to Permanent Guardianship

Supplemental to DCS Policy: 15.15

Family Services Workers and Permanency Support Workers will complete necessary paperwork and **TFACTS** documentation outlined in [Policy 15.15, Subsidized Permanent Guardianship](#) and the [Subsidy Manual for Adoption Assistance and Subsidized Permanent Guardianship](#)

Permanency Specialists and Family Service Workers must follow [Work Aid for Subsidized Permanent Guardianship](#) to document consideration for eligibility for SPG on form [CS-0747, CFTM Summary](#) and in TFACTS.

Permanency Specialists submit from [CS-0916, Subsidized Permanent Guardianship Checklist and Approval](#) to Central Office for final determination of eligibility and approval. Signatures from the Family Service Worker and Permanency Unit Supervisor must be obtained prior to submission to Central Office.

Permanency Specialist Tasks for Subsidized Permanent Guardianship:

1. Rate negotiations, certifications of eligibility, intent and agreements must be complete **prior to the** court date. Special/Extraordinary rate requests, justification forms and supporting documentation must also be completed **prior to** the court date. Refer to the [Subsidy Manual for Adoption Assistance and Subsidized Permanent Guardianship](#) for procedures on determining the daily rate.
2. Notification to DCS legal department to request a court date is necessary to exit the child from DCS custody. An approved form [CS-0916, SPG Checklist and Approval](#) can be used as a legal referral.
3. Exit child in **TFACTS** to **Permanent** Guardianship and end placement. Exit date= court order date. Court order date = SPG contract begin date, **not** necessarily the date the judge signs the order:
 - a) Step 1: Enter Permanent Guardianship in the Court Case Actions link (may be completed by the Legal Division).
 - b) Step 2: Terminate the legal status by entering a Termination date for Full Guardianship, answering YES, and choosing **Permanent Guardianship** from drop down box. Terminating the legal status activates the link in the placement record for ending the placement (may be completed by the Legal Division).
 - c) Step 3: From "placement" link in left hand navigation, the far right side of the current placement record will show a "placement end" link. Click on the "placement end" link and select Permanent Guardianship from the drop down. (may be completed by Placement Services).
 - d) Forward all SPG information to Central Office Subsidy Specialist in accordance with [Protocol for Subsidized Guardianship Case File Contents](#) **within 48 hours** (two business days) of the child's exit from custody. Central Office Fiscal will enter SPG payments manually in **TFACTS** for every child **who exited on or after 8/25/10** until enhancements in **TFACTS** SPG eligibility screens are made to create a subsidy record for those children. Timely submission of documents is essential to avoid a delay in payment.